Data Processing Manager I and II
Agency: 7500 Class Code: 1381 Exam Code: 9PB141

This multi-level examination is for:

097500-00101381-9PB141 DATA PROCESSING MANAGER I
097500-00101384-9PB141 DATA PROCESSING MANAGER II

Department(s):	**State Personnel Board/Statewide**
Opening Date:	**9/21/2009 11:25:00 AM**
Closing Date:	**Continuous**
Cut-off Date:	**7/17/2014**
Type of Examination:	**SERVICEWIDE OPEN**
Salary:	**MONTHLY-RANGED-SALARY - I $5,318.00 to $6,789.00 II $5,849.00 - $7,464.00**
Employment Type:	**Permanent Full-time** **Permanent Part-time** **Permanent Intermittent** **Limited Term Full-time** **Limited Term Part-Time** **Limited Term Intermittent**
Exam Type:	**State-wide**

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply:

Click on the Internet Examination Link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, examination and Selection Services Section at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for all State agencies/departments. Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established. Candidates may test only once in a six (6) month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement .

MINIMUM QUALIFICATIONS

DATA PROCESSING MANAGER I

EITHER I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.

OR II

Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.)

DATA PROCESSING MANAGER II

EITHER I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

OR II

Five years of progressively responsible experience in EDP system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)

ALL LEVELS:

Education Experience:

The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

DATA PROCESSING MANAGER I
This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may (1) direct all activities in a small EDP organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or (2) direct a group of data processing analysts at the journeyperson level.

DATA PROCESSING MANAGER II
The is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments.

EXAMINATION INFORMATION

All applicants must meet the Minimum Qualifications on the date of submission of their application for examination.

The examination for the Data Processing Manager I and Data Processing Manager II will be a weighted 100% Training & Experience Supplemental Application.

SCOPE OF EXAMINATION

DPM I & II

Knowledge of:

1. Equal Employment Opportunity (EEO) policies to ensure compliance and maintain a work environment free from harassment and discrimination

Ability to:

1. Assign and delegate work to others.
2. Monitor the work of others to ensure that it meets quality, quantity, and timeliness standards.
3. Plan, organize, lead, and oversee the work activities of others.
4. Establish and maintain priorities and expectations with others.
5. Develop policies and procedures to provide for the effective operation of the organization.
6. Lead organizational change.
7. Facilitate teams and groups to meet organizational goals and objectives.
8. Plan, coordinate, and direct the activities of IT staff to deliver customer services.
9. Facilitate meetings with stakeholders (e.g., Subject Matter Experts, staff, vendors, etc.) to resolve complex IT related problems.
10. Develop presentations for delivery to various audiences.
11. Lead others in supporting the organization's mission and/or vision.
12. Work with stakeholders at all levels to achieve the organization's strategic direction, goals, and objectives.

DPM II Only

Knowledge of:

1. Principles, practices, and trends of strategic and tactical planning.
2. Principles, practices, and trends of organizational management.
3. IT procurement processes to justify and secure resources.
4. Project management methods and techniques to effectively oversee projects to successful conclusion.
5. Project oversight principles, policies, techniques, and methods in order to ensure the successful completion of projects.
6. System Development Life Cycle (SDLC) principles and best practices.
7. IT governance, principles, and guidelines.
8. Various IT disciplines and functions such as network administration, application development, servers and systems, mainframe administration, business consulting, helpdesk services, and database administration.

Ability to:

1. Manage the performance of contract vendors, consultants, and technical specialists.
2. Resolve performance problems with staff.
3. Determine and apply appropriate disciplinary action to employees in the organization.
4. Evaluate staff performance using objective measures to provide feedback and guidance.
5. Apply the principles of information security as they relate to the protection of IT assets.
6. Develop and establish IT tactical directions.
7. Interpret and apply the department's strategic plan (e.g., mission, vision, values, goals and objectives) to align unit and section goals with organizational direction.

VETERANS PREFERENCE

Preference credits will NOT be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, Sacramento, CA 95814, 1-(866)-844-8671, TTY (916) 654-6336.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application (STD 678) and/or contact the testing

department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

TTY is Telecommunications for the Deaf and is reachable only from phones equipped with a TTY Device.

TAKING THE EXAM

[Click here to go to the Internet Examination](#)